

## How to Change the Station Name on Phone

1. Go to the phone extension that needs the name changed.
2. **With handset in cradle**, press the **“Transfer”** key.
3. Dial **“104”**
4. Using the table below, enter employee name.
5. When finished, press the **“Transfer”** key.

| Count  | 1     | 2 | 3 | 4  | 5 |
|--------|-------|---|---|----|---|
| Dial 0 | Q     | Z | . | )  | 0 |
| Dial 1 | Space | ? | , | !  | 1 |
| Dial 2 | A     | B | C | @  | 2 |
| Dial 3 | D     | E | F | #  | 3 |
| Dial 4 | G     | H | I | \$ | 4 |
| Dial 5 | J     | K | L | %  | 5 |
| Dial 6 | M     | N | P | ^  | 6 |
| Dial 7 | P     | R | S | &  | 7 |
| Dial 8 | T     | U | V | *  | 8 |
| Dial 9 | W     | X | Y | (  | 9 |
| Dial * | :     | = | [ | ]  | * |

While programming, the display will look similar to this:

```
[201] STN NAME
```

```
[205] STN NAME
```

```
[205] STN NAME  
SAM SMITH
```

### HELPFUL TIPS:

To clear name and start over, press the **“Hold”** key.

To backspace, press the **“▼ Volume”** key, and to move forward press the **“▲ Volume”** key.

When the character you want appears on the same dial pad key as the previous character, press the **“▲ Volume”** key (in doing so, the cursor moves one space to the right).